

SANTA ROSA COUNTY BUILDING INSPECTION DEPARTMENT  
APPLICATION FOR **RESIDENTIAL** BUILDING PERMIT

Date \_\_\_\_\_

Project Number \_\_\_\_\_

Zoning Classification \_\_\_\_\_

Flood Zone \_\_\_\_\_

Foundation Only \_\_\_\_\_

Accepted By \_\_\_\_\_

Approved By \_\_\_\_\_

Written By \_\_\_\_\_

1. Property Owner's Name \_\_\_\_\_

2. Complete Address of Property \_\_\_\_\_

3. Fee Simple Titleholder's Name & Address \_\_\_\_\_

4. Parcel Number of Property to be Developed \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(Sec) (Tnshp) (Rng) (Subdiv) (Blk/Parcel) (Lot)

5. Subdivision Name \_\_\_\_\_

6. Is the Property Located Within the City Limits of GULF BREEZE, MILTON, or JAY? Yes \_\_\_\_ ; No \_\_\_\_

7. Is the Property Located in the Holley Navarre or Midway Fire District? Yes \_\_\_\_ ; No \_\_\_\_

If so, attach Impact Fee Receipt from appropriate Fire Dept.

8. Is the Property a Corner Lot? Yes \_\_\_\_ ; No \_\_\_\_ 9. Is the Addressing Form attached? Yes \_\_\_\_ ; No \_\_\_\_

10. Road Impact Fee – Please check one. Pay in full \_\_\_\_\_ Pay in payments \_\_\_\_\_

11. Driving Directions \_\_\_\_\_

12. Number of Bedrooms \_\_\_\_\_ ; Number of Bathrooms \_\_\_\_\_

13. Description of Work to be Done \_\_\_\_\_

14. Length \_\_\_\_\_ Width \_\_\_\_\_ Mean Roof Height \_\_\_\_\_ Stories \_\_\_\_\_

15. Square Footage: Living Area \_\_\_\_\_ + Garage \_\_\_\_\_ + Any Other Enclosed Space \_\_\_\_\_ = Total \_\_\_\_\_

16. Estimated Cost of Construction \_\_\_\_\_

17. Utility Company who will Service the Public Water \_\_\_\_\_ Water Tap Receipt Yes \_\_\_\_ ; No \_\_\_\_

18. Notice of Commencement at Permit Issuance: None \_\_\_\_ ; Notarized Copy \_\_\_\_ ; Recorded Copy \_\_\_\_

19. Septic Permit or Existing Septic Tank Release Letter from the Health Department. Tank If Sewer Hook Up, a Copy of the Sewer Tap Receipt Must be Provided (Attach Copy). Septic \_\_\_\_\_ ; Sewer \_\_\_\_\_

20. Energy Efficiency Code Forms (Attach Copy).

21. Fireplace: Yes \_\_\_\_ ; No \_\_\_\_ If Yes; Wood \_\_\_\_ ; Gas \_\_\_\_

22. Termite treatment proposed: (a) (check one) Soil Treat \_\_\_\_ ; Borate Treat \_\_\_\_ ; (b) Letter attached Yes \_\_\_\_ ; No \_\_\_\_

23. Driveway Information (Please identify one for each question).

a. Is the Road: County Paved \_\_\_\_ ; County Dirt \_\_\_\_ ; State \_\_\_\_ ; Private \_\_\_\_ ; City \_\_\_\_

b. Is the Driveway: New \_\_\_\_ ; Existing \_\_\_\_

c. What is the End of Driveway Type: Culvert \_\_\_\_ ; Swale \_\_\_\_ ; Curb & Gutter \_\_\_\_ ; Flat \_\_\_\_

d. Looking from the Road Toward Your Property, Where is the Driveway Located?

Front Right \_\_\_\_ Left \_\_\_\_ Center \_\_\_\_ ; Side Right \_\_\_\_ Left \_\_\_\_ Center \_\_\_\_ ; Circle Drive \_\_\_\_

\*\*\*\*\*

Name of Person Applying for Permit \_\_\_\_\_

Mailing Address \_\_\_\_\_ ; Phone No. \_\_\_\_\_

Contractor State Registration Number \_\_\_\_\_ ; Fax No. \_\_\_\_\_

If You are a Contractor, Provide Your Company Name \_\_\_\_\_

SANTA ROSA COUNTY BUILDING INSPECTION DEPARTMENT  
DISCLOSURE STATEMENT

**F.S. 489.103 (7)** State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease.

If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations

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2004 Florida Statutes, 713.135(6) Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Conditions of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

**OWNERS AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCE, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Owner / Agent Signature  
(Including Contractor)

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary as to Owner or Agent  
My Commission Expires:\_\_\_\_\_

\_\_\_\_\_  
Notary as to Contractor  
My Commission Expires:\_\_\_\_\_